



EDINA BUILDING SAFETY POLICY/INFORMATION ₁			
Application Submittal Requirements – Tenant Finish		2007 MSBC 1300.0130	
subject		code reference	
Inspections Department		approval <i>Adam G. Richardson</i>	
department		approval	
SP-001-B ₂	2 on 10/7/11	10/18/11	1 of 2
combined w/ SP-003-B (old IS-003)			
policy number	revision number	effective date	page number
1. All Building Safety sheets adopted by Fire Department and Inspections Department.			
2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			



Purpose: Establish submission requirements at the time of permit application to enable accurate, timely review.

Scope: All tenant finish permit application submittals.

Instructions: A licensed design professional must check the items submitted in the space provided and include a copy of the signed form with all plan submittals. The Building Inspections Department can be reached at 952.826.0372 from 8:00am-4:30pm, Monday through Friday.

Site Address: _____

Required for Approval	Check if Submitted	General Items
Yes		1. Completed City of Edina 2011 Permit Application
May be required - Check with Bldg Dept		2. Service Availability Charge (SAC) determination application submitted to Metropolitan Council Environmental Services
May be required - Check with Bldg Dept		3. Completed Minnesota Energy Code (MEC) lighting power budget requirements checklist using ASHRAE 90.1-2004 document.
May be required - Check with Bldg Dept		4. Structural plans
May be required- Check with Bldg Dept		5. Completed Special Structural Testing and Inspection Schedule (Note: SST&IS required for all med gas installations)
May be required - Check with Bldg Dept		6. Completed Fire Sprinkler Plans signed by MN Fire Protection Engineer or certified managing employee of a licensed sprinkler contractor
Yes		7. Completed contact list with names, phone numbers, email addresses and physical addresses of building owner, contractor, tenants and all design professionals

Required for Approval	Check if Submitted	Plan Requirements
Yes		8. Two sets of plans and specifications (submit three sets when food preparation is involved)
Yes		9. All sheets are signed by the appropriate design professional.
<i>Title sheet or first plan sheet includes:</i>		
Yes		10. Name and address of building
Yes		11. Space/suite number and tenant name
Yes		12. Floor number
<i>Code analysis includes:</i>		
Yes		13. Description of occupancy/use
Yes		14. IBC occupancy classification

Required for Approval	Check if Submitted	Plan Requirements
<i>Code analysis includes:</i>		
Yes		15. IBC construction type classification
Yes		16. Number of square feet in space and on building floor
Yes		17. Number of stories above and below grade
May be required - Check with Bldg Dept		18. Allowable area
Yes		19. Occupant load
Yes		20. Number of required exits and provided exits
Yes		21. Indicate if building is or is not fire sprinklered
May be required - Check with Bldg Dept		22. Sprinkler certification of building (Required if any part of building is using IBC "fully-sprinklered building" provisions)
Yes		23. Common path of egress travel, measured at right (90 degree) angles
Yes		24. Separated/non-separated uses with supporting information
May be required - Check with Bldg Dept		25. Plumbing fixture count
<i>Building key plan includes:</i>		
Yes		26. Exit path to the exterior or to an exit enclosure
Yes		27. Occupancy classification of adjacent tenants
Yes		28. Location of space in building
Yes		29. Direction indicator (North, South, East or West) with arrow
<i>Floor plans include:</i>		
Yes		30. Scale on each plan and/or detail
Yes		31. Rooms marked with number and room name or use
Yes		32. Fire-rated and smoke-rated assemblies identified using IBC Chapter 7 definitions.
<i>Other items:</i>		
Yes		33. Reflected ceiling plan with exit signs and emergency lighting (see information sheet SP-025-F)
May be required - Check with Bldg Dept		34. Material specifications
Yes		35. Room finish schedule (see City of Edina Code Section 455 Public Bathrooms and Restrooms)
Yes		36. Door and hardware schedules, including all locking arrangements
Yes		37. Details of all required accessible components including data on required 20% accessible upgrades
Yes		38. Furniture/fixture/equipment layout plan

Plans may be reviewed and approved by the Planning and Health Departments, in addition to the Fire and Building Inspections Departments. Plan review time will vary, but in all cases permit applicants should allow a minimum of three weeks of plan review time after application and completed submittals have been forwarded to the Building Inspections Department.

I acknowledge that the items checked on the list above are included on or with the submitted plans:

Licensed Design Professional Signature _____ Print Name _____
 Work Phone _____ Cell Phone _____ Email _____
 Company Name _____ Address _____ Zip _____
 Date _____